# 2012-2013 21st CCLC Program Calendar

## AUGUST 2012

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   |   |   | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | **10** | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |   |

## SEPTEMBER 2012

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   |   | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | **18** | 19 | 20 | 21 | 22 |
| 23 | **24** | 25 | 26 | 27 | **28** | 29 |
| 30 |   |   |   |   |   |   |

## OCTOBER 2012

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   | **1** | 2 | **3** | 4 | **5** | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 💡 | 19 | 20 |
| 21 | 22 | 23 | **24** | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |   |   |   |

## NOVEMBER 2012

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   | 1 | 2 | **3** |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | **14** | **15** | **16** | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |   |

## DECEMBER 2012

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   |   | 1 |
| 2 | 3 | **4** | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |   |   |   |   |   |

## JANUARY 2013

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   |   | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | **25** | 26 |
| 27 | 28 | 29 | 30 | 31 |   |   |

## FEBRUARY 2013

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   | 1 | 2 |
| 3 | 4 | 5 | 6 | **7** | **8** | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 |   |   |

## MARCH 2013

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   | 1 | 2 |
| 3 | **4** | 5 | 6 | **7** | **8** | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |   |   |   |   |   |   |

## APRIL 2013

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   | 1 | **2** | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | **22** | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |   |   |   |   |

## MAY 2013

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   |   |   | 1 | **2** | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |   |

## JUNE 2013

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   |   | 1 |
| 2 | 3 | 4 | 5 | 6 | **7** | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | **28** | 29 |
| 30 |   |   |   |   |   |   |

## JULY 2013

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |   |   |   |

### AUGUST
10th – APR, Evaluation Report, and Student Attendance Database DUE

### SEPTEMBER
18th – Engaging Middle & High School Students
24th - New Grantee Orientation
28th - FY 12 Completion Report DUE

### OCTOBER
1st (Tucson), 3rd (Flagstaff), 5th (Phoenix) - Family Engagement w/ Dr. Maria Paredes
18TH - Lights On Afterschool
24th - Youth Program Quality Intervention BASICS
24th – STEMFest @ AZ Science Center

### NOVEMBER
3rd - AZ Center for Afterschool: Excellence Conference & Awards Luncheon
14th-16th - ADE Mega Conference (Phoenix)

### DECEMBER
4th – ADE/ASC STEM Pilot Outcomes

### JANUARY
25th - Summary of Classes Report DUE
25th – School Gardens and Beyond – Networking Meeting (Tucson)

### FEBRUARY
7th & 8th - PPICS APR Training/Networking Meeting (Phoenix)

### MARCH
Youth Program Quality Intervention METHODS
4th – Tucson
7th – Flagstaff
8th - Phoenix

### APRIL
2nd - Last day for Amendments
22nd - Annual Renewal Applications online

### MAY
2nd - Networking Meeting at Lighthouse School (Tucson) - Evaluation and Continuous Improvement Management

### JUNE
7th - Renewal Applications DUE
28th - Summary of Classes Report DUE
TBA - Networking Meeting at Lighthouse Summer School (Flagstaff) -Community Resources & Partners

### JULY
US ED 21st CCLC Summer Institute-*Cancelled*

### AUGUST
9th – APR, Evaluation Report, and Student Attendance Database DUE

- ■ **21st CCLC Deadlines**
- ■ **Professional Development**
- ■ **Cycle XII Application**

| | |
|---|---|
| September 24, 2012 | ADE NEW 21st CCLC GRANTEE ORIENTATION<br>Black Canyon Conference Center – Phoenix, AZ |
| October 1, 3, & 5 | Family Engagement Training w/ Dr. Maria Paredes |
| October 18, 2012 | LIGHTS ON AFTERSCHOOL!<br>*National event celebrated at afterschool programs around the country*<br>The Afterschool Alliance |
| October 24, 2012 | Youth Program Quality Intervention BASICS |
| October 24, 2012 | STEMFest at Arizona Science Center (ASC) |
| November 3, 2012 | ARIZONA AFTERSCHOOL CONFERENCE & SPOTLIGHT ON AFTERSCHOOL: Awards of Excellence Luncheon<br>Arizona Center for Afterschool Excellence |
| November 14-16, 2012 | ADE MEGA Conference (Phoenix) |
| December 4, 2012 | ADE/ASC STEM Pilot Outcomes |
| January 25, 2013 | School Gardens and Beyond (Tucson) |
| February 7 & 8, 2013 | PPICS APR Training / Sustainability Training Networking Meeting(Phoenix) |
| March 4th (Tucson), 7th (Flagstaff), 8th (Phoenix) | Youth Program Quality Intervention METHODS |
| May 2, 2013 | Networking Meeting at Lighthouse School (Tucson) - Evaluation and Continuous Improvement Management |
| June | Networking Meeting at Lighthouse Summer School (Flagstaff) -Community Resources & Partners |
| July (*Cancelled*) | 21st CCLC SUMMER INSTITUTE -U.S. Department of Education |

**ADE 21st CCLC New Grantee Orientation**
*(Newly awarded grantee leadership is **required** to attend)*
This one day orientation for new 21st Century Community Learning Center (21st CCLC) grantees will introduce and explain the culture of ADE 21st CCLC support and monitoring. This training will provide new 21st CCLC program leadership with information necessary for a successful grant implementation and effective management. The orientation will offer an overview of how to get started and provides critical information to meet federal and state grant requirements. Each grantee will leave the training with a reference book, outlining key information on fiscal and programmatic accountability. This orientation will be presented by ADE staff and the leadership from successful 21st CCLC grant programs in Arizona.

**ADE 21st CCLC Fall Conference –*2013***
*(Grantee leadership is **required** to attend the annual **Fall Conference**)*
This annual conference will inform grantees with 21st CCLC Grant best practices, challenges and solutions, and team building opportunities to support the implementation of the grant. Model grantees will showcase after school program implementation best practices by facilitating various breakout sessions for varying skill levels. They will share theory and implementation strategies regarding academic achievement, youth development, family engagement, and 21st CCLC grant leadership. This annual conference is planned by the ADE 21st CCLC Unit and the Vision Team (Arizona advisory board for 21st CCLC).

**Networking Meetings and Site Visit**
These events are offered at various times throughout the year in different regional locations in the state. Those 21st CCLC sites that host the training coordinate with the ADE 21st CCLC Unit Staff and facilitate this opportunity on a voluntary basis. Participants have an opportunity to visit Arizona 21st CCLC sites that are on target in meeting their goals and objectives. Site staff will highlight the model of programming that is working at their site. In addition, participants will visit the after school program and witness first hand one way to successfully implement programming. This is an opportunity to network with other Arizona 21st CCLC staff. Participation is highly recommended.

**US Department of Education 21st CCLC Summer Institute – *Cancelled***
National speakers and 21st CCLC staff in the field focus on ensuring that after school programs engage participants and their communities in activities that effectively support learning and youth development. Over 2,000 21st CCLC participants meet for 2-3 days to learn about programs that provide high-quality learning opportunities in the content areas complemented by activities that promote positive social, physical and emotional development. There is no registration fee.

**AZ Center for Afterschool Excellence's Annual Afterschool Professional Development Conference**
For more information visit their website at http://azafterschool.org/

**Other professional development opportunities available are:**
- Best of Out-Of-School Time (BOOST)
- Beyond School Hours (Foundations, Inc.)
- National Community Education Association
- Partnered Conferences / Workshops

# 2012-2013 Grant Accountability Dates

| January 25, 2013 | Summary of Classes Report Due |
|---|---|
| April 2, 2013 | Last day for Amendments Due |
| June 7, 2013 | Grants Management - Renewal Application Due |
| June 28, 2013 | Summary of Classes Report Due |
| | |
| August 9, 2013 | PPICS – Annual Performance Report (APR) for FY13 Due |
| August 9, 2013 | Site Evaluation Report for FY13 Due |
| August 9, 2013 | Student Attendance Database for FY13 Due |
| September 28, 2013 | Grants Management - Completion Report for FY13 Due |

### Profile and Performance Information Collection System (PPICS)

**Annual Performance Report (APR)** - yearly
Learning Point Associates (LPA) has been selected by the U.S. Department of Education to design, deploy and maintain a Web-based data collection system to capture information regarding 21st CCLC programs. The purpose of entering data on the PPICS system, including the **Annual Performance Report (APR)** and **Grantee Profile** modules, is to keep your site in compliance with federal reporting requirements. The data also supports evaluation, sustainability, continuous improvement and compliance monitoring.

### ADE 21st CCLC Office - *submit to assigned Education Program Specialist*

**Site Evaluation Report** - yearly
The evaluation report serves as a periodic evaluation for grantees to assess their progress toward achieving their goals of providing high quality opportunities for academic enrichment. In addition, grantees should use their results to strengthen program or activities, and to refine performance measures. Results should be made available to the public upon request.

**Student Attendance Database** - yearly
This requirement will necessitate grantees to submit a data base to the Arizona Department of Education which includes the SAIS ID and number of days attended. This will be required for **all students who participated at least one day in the program**. Data will be used for State Level Evaluation and for cross reference of the Annual Performance Report.

**Summary of Classes Offered Report –** twice a year
This spreadsheet provides ADE staff with a snapshot of what classes are being offered and the number of students that are being served. It enables ADE staff to provide technical assistance throughout the year to grantees that may need additional guidance instead of waiting to receive data at the end of the year in the APR.

### Grant Management Enterprise (GME) System -Through this system, you will report:

**Amendments** (both budgetary and programmatic) - as needed
An amendment is a request for a change in the original grant application. It can be for a fiscal change or a programmatic change or both. In general terms, amendments **must** honor the original integrity and intent of the awarded grant proposal. Last day to submit amendments is early April. (Check with GME for exact date)

**Cash Management Reports** - monthly ongoing
This is a report used to submit required information showing the amount of federal project monies on hand on the report date. A **monthly** report is required for all federal projects and all budget totals, and must be submitted the 1st through the 18th of every month.

**Completion Report** - yearly
This is a **yearly** report of the actual expenditures for a grant/project and is required for all grants/projects.

**Renewal Application** - yearly
This application provides user access to enter and submit *minor* changes in the grant from year to year operation. This can include programmatic changes and budgetary changes but **must** honor the original integrity and intent of the awarded grant proposal. This application asks for some performance data to determine if full funding is to be awarded in the next school year cycle. In addition, this allows the applicant to access payments in accordance with the schedule requested.